

CITY EMPLOYEES

Success of the safety program depends largely on the participation of all City employees who shall be responsible for the following:

- Complying with all safety procedures
- Inspecting all Personal Protective Equipment (PPE), equipment and tools before use
- Report defective PPE, equipment or tools for disposal or replacement
- Complete all required pre- and post-use inspection forms or check lists accurately and return copies to your department. *(Jan 2012)*
- Operating and using only the equipment, tools, and vehicles they are authorized to do so
- Reporting all accidents, injuries, and any unsafe conditions including reporting the need for repairs on facilities or vehicles *(Jan 2012)*
- Refrain from using defective equipment or vehicles that require repair *(Jan 2012)*
- Following safe work practices
- Using required personal protective equipment when necessary
- Attending and actively participating in safety meetings and required training